

POSITION: Science Departmental Assistant
REPORTS TO: High School Principal
CAMPUS: High School
JOB OPENING: 01 October – 31 December 2023

PURPOSE

Under the supervision of the High School Principal, the Science Departmental Assistant is responsible to manage inventory in the laboratory, including the preparation of materials needed and ensuring the safety and satisfies in the laboratory in line with the international standard safety of work and also responsible in maintaining inventory at HS Laboratory including to prepare material purchasing within every cycle.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Chemistry preferred
- Minimum 3 years of experience in the laboratory or science-related field
- Has a valid K3 Laboratory and/or other Health and Safety certification
- Demonstrated fluency in written and spoken English
- Health and Safety Management
- Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), PowerSchool, Macintosh Computer, and the Google Suite of Schools.
- Outstanding personal communication skills
- Helpful, cooperative, eager to communicate and problem-solve
- Demonstrated ability to work collaboratively with others of various cultural backgrounds
- Demonstrated experience and comfort level with adolescents especially in instructional settings
- Helps maintain a positive and friendly working atmosphere with others
- Demonstrated ability to identify, manage and initiate projects without direct supervision
- A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Ensures implementation of CLEAPSS Standard, MSDS in HS, MS and Elementary, and to ensure monitoring and evaluation every 6 months
- Ensures all HS Science laboratory material and equipment are available and ready to use
- Ensures all materials, chemicals and solution, and equipment for class needs. This is wide-ranging, for Chemistry, Biology, Environmental systems and other general science classes. This involves making a variety of molar solutions and percentage solutions, which are calculated using the mass numbers on the periodic table. In addition, makes solutions of a variety of chemicals from recipes of raw materials. If particular concentration does not work, troubleshoot what should be the correct percentage or molarity. A high degree of accuracy is required for this process, often using mass to four decimal places.
- Monitors dates of purchase and quality of chemicals as well as knowledge of safe disposal of chemical hazards
- Maintains all material equipment, local and overseas, records all material and equipment into the systems, including the lifetime of each material and the disposal of material, and the storage system
- Coordinates all local and overseas purchases of chemicals and equipment
- Inputs overseas and local purchases of chemicals and equipment into the Oracle database during the main ordering time and the ongoing needs throughout the year

- Ensures the knowledge allows for the development of new lab activities for teachers
- Works independently with higher responsibility during summer
- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
- Performs other related duties and assuming other responsibilities as assigned by the Head of the Science Department and/or the High School Principal, including and not limited to participation in class/School activities or events, and attendance of workshops organized by JIS

TO APPLY

Interested qualified candidates, please send your cover letter, resume, and 3-5 list of professional references to recruitment@jisedu.or.id